

ROUTINE

R 060014Z NOV 00 ZEL PSN 879971I41

FM SOPA ADMIN HAMPTON ROADS AREA VA//N301/N30/N01//

TO AIG 7729

AIG 106

XMT USS COLE

UNCLAS //N03141//

MSGID/GENADMIN/SOPA (ADMIN) HAMPTON ROADS//

SUBJ/CHANGE 3 TO SOPA (ADMIN) MANUAL//

REF/A/DOC/COMNAVREGMIDLANT/SOPA (ADMIN) HRINST 5400.1/20MAR00//

AMPN/REF A IS MANUAL OF SOPA (ADMIN) HAMPTON ROADS AREA.//

RMKS/1. MAKE THE FOLLOWING CHANGES TO REF A.

2. IN SECTION 3128.1 PARAGRAPH C(1)(F), INSERT AFTER THE WORD [ARRIVAL] "IF FLAG OFFICER EMBARKED OR IF DEEMED APPROPRIATE WHEN FLAG OFFICER IS NOT EMBARKED. OTHERWISE, ENSURE SHIP'S RECEPTION IS STAFFED APPROPRIATELY BY THE HOST SHIP."

3. IN SECTION 3128.1 PARAGRAPH C(1)(G), AFTER [SACLANT PROTOCOL (IF NATO)] ADD "PUBLIC SAFETY PROGRAM MANAGER (HASP)" AND "SUPPORT SERVICES PROGRAM MANAGER (MWR)."

4. IN SECTION 3128.1 PARAGRAPH C(1)(H), REPLACE [PREPARE WELCOMING MESSAGE FOR COMNAVREG MIDLANT RELEASE] WITH "ENSURE WELCOME MESSAGE IS RELEASED BY HOST SHIP." CHANGE THE NEXT SENTENCE TO READ, "IF POSSIBLE, MESSAGE SHOULD BE WRITTEN IN NATIVE LANGUAGE....."

5. IN SECTION 3128.1 PARAGRAPH C(1)(J), AFTER [(CODE 001)] INSERT "AND FLAG SECRETARY (CODE 002)."

6. IN SECTION 3128.1 PARAGRAPH C(1)(N), REWRITE TO READ " ENSURE FAREWELL MESSAGE IS RELEASED BY HOST SHIP BY DEPARTURE TIME."

7. IN SECTION 3128.1 PARAGRAPH C(3) INSERT SUBPARAGRAPH "(F) IN COORDINATION WITH COMNAVREGMIDLANT (N301) ENSURE FOREIGN

SHIP IS MET BY APPROPRIATE PERSONNEL UPON ARRIVAL."

8. IN SECTION 3128.1 PARAGRAPH C(5)(I) FIRST SENTENCE, REPLACE [HOST] WITH "VISITING" AND AFTER [SHIP] INSERT "UPON ARRIVAL". AFTER [...PETTY OFFICERS, AND CREWS.] INSERT "ARRIVAL BRIEF SHOULD INCLUDE, BUT NOT BE LIMITED TO, INFORMATION FROM PORT OPERATIONS, PUBLIC WORKS SHIP SUPPORT OFFICE, MWR, AND SHORE PATROL."

9. IN SECTION 3128.1 PARAGRAPH C(5) INSERT SUBPARAGRAPH (V) WHICH READS "UPON DEPARTURE OF VISITING SHIP, TRANSMIT FAREWELL MESSAGE."

10. IN SECTION 3128.1 PARAGRAPH C(7) INSERT SUBPARAGRAPH (D) WHICH READS "ENSURE FOREIGN SHIP IS MET BY APPROPRIATE PERSONNEL FROM PWC SHIP SUPPORT OFFICE UPON ARRIVAL."

11. IN SECTION 3128.1 PARAGRAPH C INSERT SUBPARAGRAPH " (9) NAVSUPPACT NORFOLK RESPONSIBILITIES (A) PROVIDE MWR REPRESENTATIVE TO ASSIST IN VISIT PLANNING. (B) PROVIDE MWR REPRESENTATIVE TO CONDUCT ARRIVAL BRIEF AS COORDINATED BY THE HOST SHIP LIAISON OFFICER."

12. IN SECTION 3128.1 PARAGRAPH C INSERT SUBPARAGRAPH "(10) NAVPHIBASE LITTLE CREEK RESPONSIBILITIES (A) PROVIDE A HAMPTON ROADS AREA SHORE PATROL (HASP) REPRESENTATIVE TO ASSIST IN PLANNING. (B) PROVIDE A HASP REPRESENTATIVE TO CONDUCT ARRIVAL BRIEF AS COORDINATED BY THE HOST SHIP LIAISON OFFICER. (C) ASSIST WITH COORDINATION WITH NCIS FOR VISIT PLANNING AND ARRIVAL BRIEF."//

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